
A Guide to Planning your Wedding



South Santiago Lutheran Church



*“Teaching the Word, Reaching
the World”*

We are a congregation whose core values seek changed lives through the power of the Holy Spirit by forming and sustaining life-long personal faith in God through Christ Jesus.

We implement this by engaging in cross-generational ministry and radical hospitality as it is revealed by God’s Word connecting to others within our congregation, our community and the world.

SCHEDULES AND TIMETABLE:

- _____ **At least six months before your anticipated date:**
Contact the church office as soon as you decide to get married to check the availability of the date at the church and with the pastor.
- _____ Read through this booklet. Contact the pastor with any questions or concerns.
- _____ With you partner, discuss the options for pre-marriage care (described beginning on p.12) in which you will participate.
 - Questions and concerns can be addressed to the pastor directly.
 - Know that you are cordially invited and encouraged to make worship a regular part of your practice during this time of preparation. See p.12 for more of an explanation of this.
- _____ Fill out and file with church office the Wedding Information Form beginning on p.15 of this booklet. This form includes the complete fee structure, building use expectations, a required copy of your homeowner's liability insurance, etc.
- _____ Make sure all applicable fees (if any) are submitted to the church office. **No date is confirmed until all fees are paid in full.** See page 14 for complete detail of those fees.
- _____ Make sure the marriage license is filed with the church office **3 days** prior to your wedding date.

Please make sure you follow this timeframe and communicate with the church office if there is an issue with any of these steps.

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ARRANGING FOR YOUR WEDDING

Reserving a Date

To reserve a wedding date on the church calendar, you must:

- Clear the date with South Santiago Lutheran Church pastor & office. Please do not set a date with the caterer, florist, etc. and expect automatically for the church or pastor to be available.
- Weddings will not be reserved by phone. You may certainly request information, the wedding packet, request more information, and more by phone. This policy ensures that we are able to serve you best by being able to put a name with a face if you are not familiar with us. This also helps us administer communication within the office by making sure that you are speaking directly with our office administrator in making sure dates are available.
- As soon as you are able, please complete and file with the church office the Wedding Information Form beginning on p.15 of this booklet.
- Pay all the applicable wedding fees at the time of making your reservation.

Your Wedding

A Sacred Worship Service for You and Your Guests

Your wedding at South Santiago Lutheran Church is a public act of the church. Even as the pastor serves as an agent of the state in signing off on the legal document of the marriage license, filing it, and so on, the church still reserves the right and freedom to define what it is that is occurring within its building and ceremonies. A representative of the government can marry you and would do so without any question about what you believe or how you practice your faith and spirituality. But you have come to the Church, which the Bible calls “the body of Christ” (Romans 12, 1 Corinthians 12, Ephesians 3:6 and 5:23, Colossians 1:18, etc.).

Since you have come to a church seeking to exchange your marriage vows, this fact indicates that you must have some concern about having a “Christian wedding,” whatever that might mean to you. You may have recognized and believe that God is the one above all who will bind your lives together in a life-long commitment of joy, even in a world filled with challenges and failings. You may be coming to give thanks and praise to that God; to ask God’s blessing on your marriage; or to glorify Christ in the Word and in the prayers offered at the wedding. Even if none of these things has entered your mind or intentions for your wedding, these themes (and others) run through the heart of our church community.

Your wedding ceremony here at South Santiago should reflect that Christ is

the center, and it is His blessing being sought.

Your wedding service is a public ministry of the Word of God carried out by the church and its pastor. With that ministry there comes a sense of reverence, dignity, and of course, JOY, all of which echo what we believe God has in mind for the love we share together. **We at South Santiago want to do everything possible to help you fulfill your desires for your wedding day and meet the responsibility we have to minister to the world through the Word of God.** Please realize, then, that a wedding is not simply a matter of “anything goes.” Some things are better left to the reception and celebration afterward. Neither the pastor nor the congregation desire to be arbitrary nor unaccommodating.

The Ceremony: An Act of Worship

Almost everything that happens during the ceremony either is directed to God or reflects some aspect of God’s love and promises. For example, at a number of points of the service, we pray to God. We praise and thank God for the happiness you have found in each other.

The object of our worship is always God. Attention will be drawn to the bride and her party, their beautiful gowns, the dashing men, the music, and all the rest of the finery of the day. But the object of our worship is always God. So every aspect of the wedding service should point us to the Creator of your love for each other. **It is your responsibility to partner with the pastor to see that nothing in your service detracts from our worship and praise of God.**

Scripture

You will be asked to select Scripture passages for use in your wedding. Couples may choose any number of passages, usually two or three. A list of possibilities is included for you. You need not limit yourself to this list, but hopefully it will be a good place for you to start.

Old Testament

Genesis 1:26-31, Genesis 2:18-24
Ecclesiastes 4:9-12
Song of Solomon 2:10-13
Song of Solomon 8:6-7

Psalm 100, Psalm 112
Psalm 117, Psalm 127
Psalm 128
Psalm 136 (selected verses)
Psalm 150

Other readings, poems, etc.

New Testament (Gospels—Stories about Jesus, his teachings, etc.)

Matthew 5:1-12
Matthew 19:4-6
Matthew 22:35-40
Mark 8:34-35

Mark 10:6-9
John 2:1-11
John 15:9-14

New Testament (Letters—teachings from the early church based on the Good News in Jesus)

Romans 12:1-2
1 Corinthians 12:31-13:13
Ephesians 5:21-33
Colossians 3:12-17

1 Thessalonians 3:12-13
1 John 4:7-8
1 John 4:16-19

You are welcome to include other readings, poems, and material that is meaningful to you. So as to make a clear distinction between these readings and the Bible readings, this material should have some separation from the Bible readings in terms of when they are read in the service. Similarly, these readings should not be read from the same place as the Bible readings. The Pastor can help you figure out where to place these.

Reader(s)

The Scripture readings do not need to be read by a clergy person. A friend or relative who would be comfortable reading in front of the congregation is welcomed and perfectly appropriate. Conversation should be had about what Bible versions will be best for the reader and congregation. There is some flexibility here.

Congregational Participation

Whether they realize it or not, all who gather at a Christian wedding have been invited to worship. It is a communal service. It is not for you alone. People who come to celebrate with you are worshipers, not spectators. You can help the congregation share your joy by planning ways in which they can have an active part. Congregational hymn singing, prayers for your union, praying together the Lord's Prayer are all ways in which the congregation can participate. (The pastor can guide you here.)

Communion Service

Since a wedding is a public worship service, the offering of Holy Communion is always an option. The unity of love between God and the church and the joy of promised new life that come with Holy Communion are all appropriate for a wedding day. Some things to be mindful of if you are considering this:

- If a service of Holy Communion is desired, it must be open to the

assembled congregation and not limited to the bride and groom or wedding party.

- Consideration should be taken regarding those who will be gathered as a congregation. Will this exclude or make some who are not Christian feel awkward? Is this a normal practice for most who will be gathered for your wedding? Will the mood and attitude of your congregation be respectful and receptive?

Pastors

Normally, the presiding pastor will be the pastor of SSLC. If you have a meaningful relationship with another pastor or priest and wish to invite them to participate in the service, please discuss this with the South Santiago Lutheran Church pastor in advance. As the pastor of call at SSLC, the senior pastor has final approval of all guest officiants.

The presiding minister at any wedding at SSLC must be authorized to solemnize marriages in accordance to the laws of the state of Minnesota. Officials most commonly able to do this are judges, clerks of court, and licensed ministers, priests or rabbis ordained or credentialed in good standing with their denomination.

Ushers

It is recommended that for weddings up to 100 guests, two ushers should be used. Over 100 guests should plan on 3 - 4 ushers. You may also use groomsmen as ushers. SSLC does NOT provide ushers.

Ushers should be present one hour prior to the start of the service.

Their primary responsibilities will be to usher guests to their seats, per the bride and groom's preference; seat the parents and grandparents; usher the congregation out at the end of the service.

Prayers and Vows

There are a number of opportunities for you to provide your own prayers and vows for the ceremony. The internet provides a wealth of both good material, as well as (unfortunately) material that might not be as appropriate in a Christian worship service. You may also write your own prayers and vows, and any of these can be led by the pastor, by you, by another person from your wedding party, and/or by a member of your family. The Lord's Prayer is a regular feature of the wedding and can be read or said by the congregation together. **If you would like to provide your own prayers and vows, please speak with the pastor for guidance.**

Music For the Christian Wedding

The music should be Christian in nature, meaning it should reflect...

- ...an explicit praise of God;
- ...God's steadfast love in Jesus as the foundation and model for marriage;
- ...the love you have for one another in a self-giving, self-sacrificial sort of way, as Jesus has modeled; and/or
- ...the asking of God's presence and blessing.

This isn't to say that other secular music can not be used. **For example, some otherwise classified "secular" music very well might embody any of these points.** (For example, "Bless the Broken Road" by Rascal Flatts is a "secular" piece by a "secular" artist, with an explicitly Christian sentiment.) Secular musical selections can also be chosen both for before the service, for afterward, as well as for the reception or dance afterward, which may be a more appropriate setting. Music that is of a more secular nature should be chosen through conversation with pastor.

Accompanist for the Wedding

It is suggested you use, if available, the accompanist from SSLC. If she is not available first, or if you have a special reason for inviting another accompanist, please have this approved by the pastor. It is your responsibility to contact the accompanist for planning and practicing your music choices.

SSLC's accompanist can aid you in choosing appropriate music.

Other musical selections by your own accompanist still need to meet the criteria as stated above.

Other Musicians and Vocalists

You may contact other live musicians and vocalists to add to your day, as well. If you do not have friends or family willing or able to provide this service, SSLC's accompanist may be able to steer you in the right direction to hire vocalists or musicians.

Recorded Music

SSLC does have the capability for playing recorded music that meets the above criteria that has met with the pastor's approval. That service is provided by our Sound Engineer, and arrangements for that person's time and services are made by indicating that need in the Wedding Information form on p. 19. **No one but the Sound Engineer is ever authorized to run the church's sound system.**

Other Wedding Items

Printed Order of Worship (Bulletin)

Bulletins are handy tools for providing hospitality for your guests. These bulletins can help guests who are not familiar with the order for worship, the words used in worship (i.e., the Lord's Prayer), or who do not know all the people in the wedding party.

A typical order for worship would look like this:

Prelude and Processional
Introduction and Opening Prayer
Declaration of Intent
Prayer of the Day
Scripture Readings
Wedding Message (Sermon)
Marriage Vows and Exchange of Rings
Acclamation of Marriage
Marriage Blessing
Unity Candle (or other similar ritual)
Prayers
Holy Communion (if offered)
The Lord's Prayer
Final Blessing
Recessional and Postlude

Musical selections are inserted throughout.

Bulletins are provided at cost plus whatever the office fee is for setting up the bulletin; proofing it; printing it; etc. You must make those arrangements with the Office Administrator.

Candles/Flowers

The area immediately surrounding the altar is called *the chancel*, and the major items in and around the chancel are intended to communicate God's loving presence in our lives. Central to the chancel are **the pulpit** (the podium from which the Scriptures are read); **the baptismal font**; **the altar**; **the Light of the Abiding Presence** (the red candle), **the altar paraments** (the colored banners on the pulpit and altar that correspond to the church's calendar). **Because they are so central to who we are as the church, they can not be moved from their central placement within the chancel.**

- **Flowers**—Your florist usually helps decorate before the service.

Flowers in or around the chancel area should not detract from or cover the font, the paraments, or any other of the symbols displayed on the paraments.

A limited number of flower stands are available as a part of the use of the sanctuary.

Please place a sheet of plastic under any cut flowers on the altar.

No nails or tacks may be used anywhere in the church to fasten decorations.

- **Candles**—Additional candles beyond the two on the altar are your responsibility to provide.

Please place a sheet of plastic under the candles to avoid wax on the altar linens.

- **Unity Candle**—Couples provide their own unity candle arrangements or other such ritual that visually portrays the unity of their marriage.

Photographs and Video

Wedding pictures may be taken either before and/or after your service.

Photography during the service should be discussed with the pastor.

The responsibility to retain a photographer is yours.

If pictures are taken before the service, the pictures must be finished at least one-half hour prior to the service time.

Video of your wedding may be taken from a variety of locations within the sanctuary.

Video cameras and operators are provided by the wedding party.

Currently our historic church is NOT available for photos taken inside the building. Feel free to have photos taken of the exterior of our 100 year old church.

Wedding License

The marriage license needs to be in the church office **3 days** prior to the wedding service. This is obtained from the county recorder's office at least one week prior to the wedding and is valid for six months from the date of application. Please make arrangements with Pastor prior to the rehearsal date regarding the submission of the license to the county officials.

Rice, Confetti and Bird Seed

Please inform your family and friends that these items may not be used anywhere on church property. Failure to comply could result in the forfeiture of your damage deposit.

Rehearsal

The rehearsal is usually held the night before the ceremony and takes an hour or less if members of the wedding party are punctual and attentive. Rehearsals can only be scheduled at 5 or 6 pm in the evening.

The rehearsal should include only those participating in the service.

- Ushers should be familiarized with the timing and seating arrangements for parents and immediate family; the lighting of candles; dismissal of the congregation; and other duties as requested by the bride.
- Parents and wedding party will familiarize themselves with their roles and blocking during the service.

You should bring along the unity candle (or other such objects if used).

Bring along the printed order for worship or bulletin

The photographer and/or videographer will be able to determine ideal placements by observing the rehearsal. You might have them present to record portions of the rehearsal.

Practice time for musicians, soloists, etc. will not be included during this rehearsal.

Smoking

Not only is SSLC a tobacco-free building, it is also expected that cigarette butts, spit cans, etc. not be discarded anywhere on the grounds. A receptacle is provided outside of the front door of the building for cigarette butts. Spit cans should be discarded elsewhere, not on premises. Failure to comply will result in the forfeiture of the Damage Deposit.

Dressing Rooms

Dressing rooms for the men and women are provided. Ironing boards can be provided upon request.

Alcohol/Drugs

The use of alcohol or drugs on church property is strictly prohibited.

Intoxication of wedding party members may cause the pastor to cancel the wedding.

Other Building Use Issues

Expectations and policies with regard to the use of the building and premises of South Santiago Lutheran Church are covered in its Building Use policy and Expectation documentation provided with the fee schedule and Wedding Information Form, beginning on p. 15.

General Decorum

At no time are suggestive or tasteless signs, slogans, or displays of behavior permitted in the building, the grounds, or the vehicles of the wedding party.

Reception and the Pastor's Presence

If church facilities are desired for the reception, arrangements should be made through the Building Use Application.

If the pastor's presence is requested at the rehearsal dinner or reception, please make that desire known to the pastor and/or his/her family at least 2 weeks prior to the wedding date.

Pre-Marriage Care at South Santiago Lutheran Church

Our mission here at SSLC is, *"Teaching the Word, Reaching the World."* This means we are a congregation whose core values seek changed lives through the power of the Holy Spirit by forming and sustaining life-long personal faith in God through Christ Jesus. We implement this by engaging in cross-generational ministry and radical hospitality as it is revealed by God's Word, connecting to others within our congregation, our community and the world. **Because of these things and as an attempt as a community of faith to serve you better in growing your own faith and practice, there are a few things we ask you to do in anticipation not just of your wedding day but, more importantly, your marriage and everything that comes after your wedding day.**

- **Worship**—The life of Christian faith and practice includes learning a language of faith that first comes to us through the Bible. This language includes words like "grace" and "forgiveness" and "stewardship." These are not words that typically enter our daily vocabulary. The practice of worshipping together will help us have a common language between us, especially your work with the pastor in pre-marriage care sessions.

But it's bigger than simply learning a language; what happens in worship suggests a belief in a daily and real presence of God. So worship also invites us to acknowledge the gracious and loving presence of God in our own daily lives. The presence of God is a source of strength and power that allows us to weather situations that are bigger than we are as individuals, or even as couples.

Worship is also a vital source of grace in our relationships as husbands and wives. In worship, we ultimately admit, "There is a God, and I'm not it." This impacts how we relate to people with whom we share life.

For all of these reasons, we want to invite and encourage you to worship with us. (You can find a schedule of our worship services on our website www.sslcmn.org.) This will help the congregation put names with faces as they see your wedding on the calendar. And, it helps the pastor get to know you better, as well.

- **Pre-Marriage Preparation:** Participation in a pre-marital program of some kind is required. This can be completed at SSLC, or you may use another option. Proof of the completed pre-marital counseling is required 2 weeks before the wedding date.
- **Planning for the wedding:** Beyond whichever pre-marriage care plan you select, you should expect to meet with the pastor to discuss questions about your wedding service. That meeting usually lasts 1 to 1 1/2 hours. Appointments can be made directly with the pastor by calling the church office. As the wedding approaches, before the rehearsal, you should plan to meet with the church's Wedding Coordinator so she will be able to help ensure your plans and dreams for your service are well executed.

Fees

Fees must be paid at the time you reserve the church. Make checks payable to the individual who performs the service (custodian, technician, pastor, etc.). These names will be provided by the Pastor or office staff.

Members—Standard Fees Charged for Use of Facilities

Our constitution defines an “active” member as one who has attended worship at least two times over the previous calendar year and given a gift of record.

Sanctuary—no charge	Kitchen/Narthex/Fellowship Hall—donation
Pastor—\$300	Classrooms—donation
Wedding Coordinator—\$175	Bulletins—no charge
Sound Engineer—\$15/per hour	
Custodian—\$150	Damage Deposit—\$150

Non-Members—Standard Fees Charged for Used of Church Facilities

Sanctuary—\$200	Kitchen/Narthex/Fellowship Hall—\$150
Pastor—\$400	Classrooms—donation
Wedding Coordinator—\$250	Bulletins—at cost + \$50
Sound Engineer—\$15/per hour	
Custodian—\$200	Damage Deposit—\$150

*Pre-marital Counseling will be \$60/per session (3-4 sessions)

*Musician fees are negotiated directly with the musician and paid directly to her/him.

**SOUTH SANTIAGO LUTHERAN CHURCH
WEDDING INFORMATION FORM**

Tear out pages 15-22, complete, and return to the church office as soon as possible. **Reminder:** Your date is not confirmed until these sheets are filed and the applicable fees have been paid.

WEDDING SERVICE DATES, TIMES, FACILITIES NEEDED

Wedding Date: _____ Time: _____.

Rehearsal Date: _____ Time: _____.

Getting dressed and ready at the church? Y N

Photos at church before the service? Y N

Time: _____.

Reception location: _____.

Time: _____.

Estimated attendance: _____

Rooms needed, in addition to the Sanctuary:

_____ Narthex/Entry Way (if more than just a guest book and receiving line.)

_____ Women's dressing room _____ Men's dressing room

_____ Kitchen

_____ Other: _____.

_____.

Building Use Expectations: The acceptance of a permit issued for use of South Santiago Lutheran Church facilities constitutes an acknowledgement by the organization or group of the following conditions:

1. No group or organization may sublet their use of the facilities to any other group.
2. **You will need to provide proof of liability insurance (home owners).**
3. A Host, Wedding Coordinator, or responsible church member must be present from the time of entry into the facility until time of departure.

4. The organization or individual making the application must assume the responsibility and the liability for injury to person and/or damage to property.
5. All groups using the kitchen are required to clean up after using the kitchen. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use. (A checklist will be provided to assist with this.)
6. Food shall not be left at the church after use of the kitchen or dining area.
7. All dish towels, dish clothes and table cloths used by the group shall be put in a marked container on the counter. The South Santiago Lutheran Church kitchen chairperson will do the laundering of them.
8. Any equipment/supplies destroyed or missing will be replaced by South Santiago Lutheran Church with equipment/supplies of equal quality and the cost charged to the group.
9. **Rice, confetti, and birdseed are prohibited from use at weddings and/or other occasions anywhere on the church property.**
10. **This is a smoke free building.**
11. **Use of alcoholic beverages is prohibited on church property.**
12. Make checks payable to the individual (Custodian, Host / technician & etc.) who performs the services.
13. All rooms not requested will be locked.
14. If kitchen is not reserved and /or paid for, kitchen will be locked.

I have read South Santiago Lutheran Church's Building Use Expectations (above) and agree to abide by them. I will take responsibility for our group while using the facilities and will see that all guidelines are followed. I agree to indemnify and hold harmless South Santiago Lutheran Church from all losses, damages, or expanses incurred by any participant.

Signature _____ Date _____

COUPLE INFORMATION

Bride's Full Name: _____.

Address: _____.

Home phone: _____

Cell phone: _____ Text: Y N

Email: _____.

Member of SSLC? Y N

Bride's mother's name _____.

Bride's father's name _____.

Are your parents still married? Y N

Parents' spouses/significant other's names:

_____.

_____.

Groom's Full Name: _____.

Address: _____.

Home phone: _____

Cell phone: _____ Text: Y N

Email: _____.

Member of SSLC? Y N

Groom's mother's name _____.

Groom's father's name _____.

Are your parents still married? Y N

Parents' spouses/significant other's names:

WEDDING PARTY INFORMATION

Maid/Matron of Honor: _____

Relationship: _____

Brides Maids Relationship

Best Man: _____

Relationship: _____

Grooms Men Relationship

Flower Girl(s)/Ring Bearer(s) Age(s)

WEDDING SERVICE INFORMATION

Recorded Music? Y N

Organist/Musicians: _____

Soloist(s): _____

Processional: _____

Recessional: _____

Other music: _____

Scripture readings: _____

Other readings: _____

Reader(s): _____

Other clergy: _____

Communion? Y N Unity Candle/Ceremony? Y N

Vows: _____ From the traditional liturgy

 _____ We will write our own.

Photographer: _____

Video: _____

Printed bulletin? Y N

Other information you need the pastor to know—i.e., special concerns about family members; mobility issues for guests; etc: _____

For Office Use Only:

Form received by: _____ Date: _____.

Damage deposit amount: _____ Date received: _____ Returned: _____.

Total Fee amount (Building use, rooms requested, bulletins, sound system): _____.

Date received: _____.

Custodial/Janitor Fee: _____ Date received: _____.

Wedding Coordinator's Fee: _____ Date received: _____.

Pastor's Fee: _____ Date received: _____.

Musician's Fee: _____ Date received: _____.

Name of responsible person on site during the event: _____.

Proof of liability provided? Y N Date received: _____ (Please attach copy.)

County Wedding License Received? Y N

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11. Use of alcoholic beverages is prohibited on church property.
12. Make checks payable to the individual (Custodian, Host / technician & etc.) who performs the services.
13. All rooms not requested will be locked.
14. If kitchen is not reserved and /or paid for, kitchen will be locked.
15. I have read South Santiago Lutheran Church's Building Use Expectations (above) and agree to abide by them. I will take responsibility for our group while using the facilities and will see that all guidelines are followed. I agree to indemnify and hold harmless South Santiago Lutheran Church from all losses, damages, or expenses incurred by any participant.

Signature _____ Date _____

South Santiago Lutheran Church

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www.sslcmn.org

South Santiago Lutheran Church—Clear Lake, MN